CalJOBS Help Sheet 16
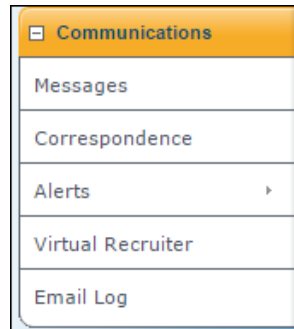
Using the Communications Tool in CalJOBS

Prepared by: Research and Statistics Division

How to Use the Communications Tool in CalJOBS

This section provides a step by step guide on how to use the Communications Tool in CalJOBS. CalJOBS offers several tools that allow staff to communicate with other staff members, employers, and participants.
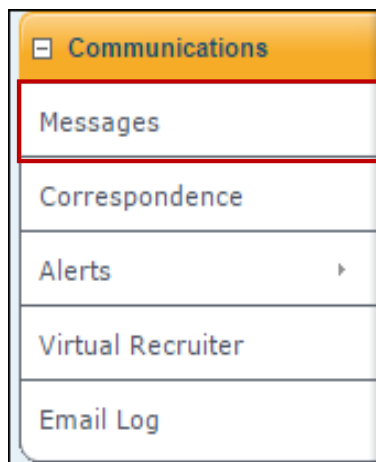
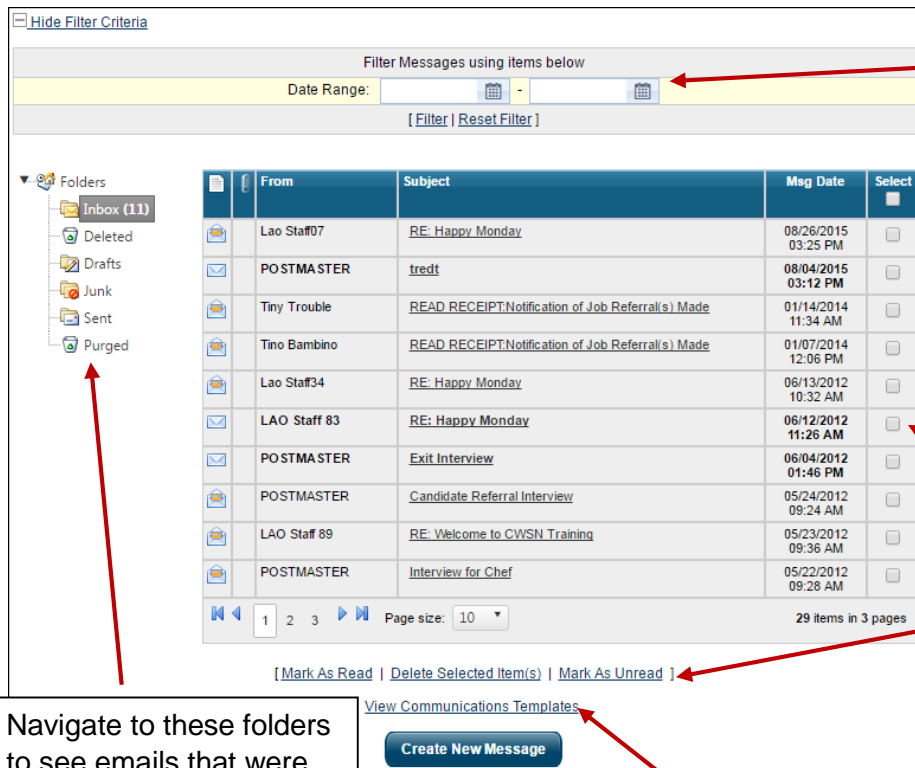To locate the Communications tools, navigate to the "Communications" tab on the left navigation panel.

Messages Tool:

The "Messages" tool allows staff to send and receive email messages using CalJOBS.

1. To use the "Messages" tool, navigate towards the "Communications" tab in the left navigation panel, and click on "Messages".

2. Like any email client such as Microsoft Outlook, the "Messages" area will allow users to manage emails.

⊟ Hide Filter Criteria

Filter Messages using items below

Date Range: [   ] 📅 - [   ] 📅

[Filter | Reset Filter]

Filter emails by entering a date range.

▼ 📇 Folders
  📁 Inbox (11)
  🗑 Deleted
  📝 Drafts
  🗑 Junk
  📁 Sent
  🗑 Purged

📄	📎	From	Subject	Msg Date	Select ☐
🖂		Lao Staff07	RE: Happy Monday	08/26/2015 03:25 PM	☐
🖂		POSTMASTER	tredt	08/04/2015 03:12 PM	☐
🖂		Tiny Trouble	READ RECEIPT:Notification of Job Referral(s) Made	01/14/2014 11:34 AM	☐
🖂		Tino Bambino	READ RECEIPT:Notification of Job Referral(s) Made	01/07/2014 12:06 PM	☐
🖂		Lao Staff34	RE: Happy Monday	06/13/2012 10:32 AM	☐
🖂		LAO Staff 83	RE: Happy Monday	06/12/2012 11:26 AM	☐
🖂		POSTMASTER	Exit Interview	06/04/2012 01:46 PM	☐
🖂		POSTMASTER	Candidate Referral Interview	05/24/2012 09:24 AM	☐
🖂		LAO Staff 89	RE: Welcome to CWSN Training	05/23/2012 09:36 AM	☐
🖂		POSTMASTER	Interview for Chef	05/22/2012 09:28 AM	☐

◄◄ ◄ [1] 2 3 ► ►◄   Page size: [10 ▼]   29 items in 3 pages

[Mark As Read | Delete Selected Item(s) | Mark As Unread]

View Communications Templates

Create New Message

Select one or more messages using the checkboxes and perform an action using the links at the bottom.

Navigate to these folders to see emails that were sent to them.

To create and view communication templates, click on the "View Communications Templates" link.

Click on the "Create New Message" button to create a new email.

3. To view a communication template, click on the "View Communications Templates" link. The system will show a list of available templates that you can edit, preview, copy (to modify later), or delete.

	Filter letters by items below				
Template Status	View All Current ▼				
Created By Me	☐	System Type	No Filter ▼		
Letter Type	No Filter ▼				
Local Region	No Filter ▼				
Office	No Filter ▼				
Staff	No Filter ▼				

[Filter | Reset Filter]

To sort on any column, click a column title.

Template Name	Letter Type	Created By	System Default	Action	☐
Notify Job Seeker of Application Made	Individual	SYSTEM	✔	Edit Preview Copy	☐
Job Seeker Follow Up	Individual	SYSTEM	✔	Edit Preview Copy	☐
Job(s) Available	Individual	SYSTEM	✔	Edit Preview Copy	☐
Job(s) Application	Individual	SYSTEM	✔	Edit Preview Copy	☐
Not Qualified Referral	Individual	SYSTEM	✔	Edit Preview Copy	☐
Notify Job Seeker of Application Made	Individual	SYSTEM	✔	Edit Preview Copy	☐
Job Referral Applicant Instructions	Individual	SYSTEM	✔	Edit Preview Copy	☐
Notify Job Seeker of Application Made	Individual	SYSTEM	✔	Edit Preview Copy	☐
Notification to Send to Job Seeker	Individual	SYSTEM	✔	Edit Preview Copy	☐
DHS Non Compliance	Individual	SYSTEM	✔	Edit Preview Copy	☐

Delete

⏮ ◀ Page 1 ▼ of 3 ▶ ⏭   Rows: 10 ▼

Create New Template

You may filter templates according to your selected options.

Use the check boxes to select the templates you want to delete. Then, click on the Delete link at the bottom of the list.

Use these links to edit, preview, or copy templates.

Click on the "Create New Template" to create a new message template from scratch.

4. To create a new template, click on the "Create New Template" button and complete all the required fields marked with a red asterisk (*). After the template is complete, click on the "Save" button.

Correspondence Template

* Template Name: Test
* Template Type: Staff to Staff ▼
Active Status: Active ▼
Visibility: ◉ Private (used by me only)   ○ Public (visible to all)

* Template Body Text:

| Source | | | | | | | | | | | | | |

This is a test template that will be used with other staff.

body   em   u

[Spell Check | Clear Text | Remove All Formatting]
[Insert Variable]

Save   Cancel

5. To create a new message, click on the "Create New Message" button.

6. Next, proceed to fill all the necessary fields for your new message.

Recipient Info

- Recipient Type: None Selected ▾
- Recipient(s): [Search]
  Recent Recipient(s):
- Selected Recipient(s):

Sender Information

- From: Super Trainer 30
- Created by: Super Trainer 30

Delivery Method

- Select Method:
  ☑ Internal Message (Message Center)
  ☐ Email (If Available)
  ☐ Text Message (If Available)
  ☐ Text Message Notification (If Available)

  ☐ Use Recipient's Preferred Notification Method

  Request Read Receipt ○ Yes ● No
  You will also receive an email notification if you select Text Message or Text Message Notification

Message

- Subject:

* Message:

[Spell Check | Clear Text | Remove All Formatting]
[Insert Template | Insert Variable | Preview Message]

Signature Block Options

Add Signature: ☐
Office for Signature: 00126 LA Works ▾

⊞ Show Attachment Options

[Send] [Cancel]

7. Once the message is completed, click on the "Send" button. Alternately, you may save the message as a draft by clicking on the "Save as Draft" link located under the "Send" button.

Correspondence Tool

The "Correspondence" tool allows you to create letters or mailing labels from CalJOBS.

1. To access the "Correspondence" tool, navigate to the to "Communications" tab in the left navigation panel, and click on the "Correspondence" option.

⊟ Communications	
Messages	
Correspondence	
Alerts	►
Virtual Recruiter	
Email Log	
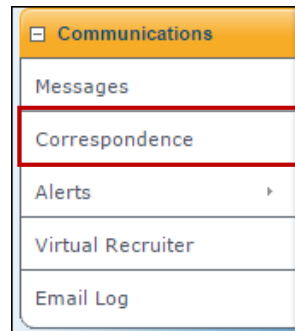
2. If available, CalJOBS will then show a list of previously created letters/labels.

Click on the link of the format in which you would like to download the letter in.

My Staff Letters

Select "View All Deleted" to view only deleted items or "View All" to view deleted and current items:
View All Current ▼

Letter Name	Date Created	Download	Action	☐
20126416339_Exit Letter_12674	06/04/2012	Pdf Word Rtf Html	Copy Edit	☐
20126416339_Exit Letter_12674(1)	06/04/2012	Pdf Word Rtf Html	Copy Edit	☐
201252413111_Hello_11230	05/24/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125846_Job Fair Invitation_9142	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9141	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9131	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9128	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9124	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9109	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐
2012515125845_Job Fair Invitation_9016	05/15/2012	Pdf Word Rtf Html	Copy Edit	☐

Delete

◄◄ ◄ Page 1 ▼ of 10 ► ►►   Rows: 10 ▼

Check the boxes of those letters that you would like to delete.

Click on the "Create New Letter / Print Mailing Labels" button to create a letter or mailing label.

Create New Letter / Print Mailing Labels

Click on the "Copy" or "Edit" link to copy or make changes to an existing letter.

3. To create a letter or mailing label, click on the "Create New Letter / Print Mailing Labels" button. On the next screen, select the type of correspondence that is being created and the type of recipient. Note that the screen will change depending on the type of correspondence selected.

Screenshot of a letter form.

Screenshot of a mailing label form.

4. Complete all the required fields that have a red asterisk (*).

5. Click on the "Save" button if you've created a letter template or the "Print Mailing Labels" link if you created a Mailing Label.

Alerts Tool:

The "Alerts" tool allows staff to subscribe to different types of system generated messages that will let them now when a specific event is about to occur, such as a male participant about to turn 18, or when a soft exit is about to happen.

For detailed instruction on how to set up alerts in CalJOBS, please refer to "Help Sheet 17: How to Create Alerts in CalJOBS".

Virtual Recruiter:

The "Virtual Recruiter" tool allows staff to search for job postings based on a keyword, employer, education, etc. Also, this tool allows staff to create a "Resume Alert" based on different criteria.

1. To access the "Virtual Recruiter", navigate towards the "Communications" tab in the left navigation panel, and click on the "Virtual Recruiter" option.
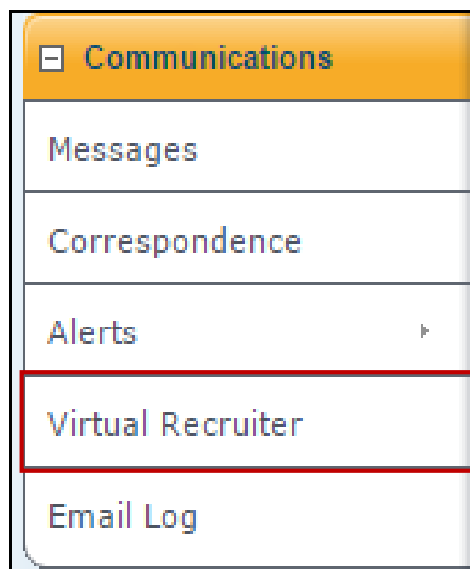
2. CalJOBS will then display the "Job Search Virtual Recruiter List" screen. If any previous alerts were created, they will appear here.

Click on the "Run" link to run the Virtual Recruiter.

Check the boxes to select those "recruiters" that you would like to delete.

Click on the "Create new Job Alert" button to create a new recruiter.

Click on the "Create new Resume Alert" button to create a new resume alert.

3. To create a new Job Alert or Virtual Recruiter, click on the "Create new Job Alert" button.

4. Then, navigate to your preferred tab and enter the criteria to perform the search. After you insert the search criteria, click on the "Search" button.

5. CalJOBS will then display all the job postings from the selected sources that match the search criteria.

Switch between summary or detailed view of the listing.

Your search found 4 job(s), representing at least 6 position(s), that matched your search c...
Change your search criteria.

To refer a job, select the check box for the job(s) and click the Refer link at the bottom of the table.

Results View: **Summary** | Detailed
To sort on any column, click a column title.

☐ Hide potential duplicate jobs

Click on the job title link to see more details about that job posting.

Date Last Modified	Job Title / Description Snippet	Employer	Location	Salary	Source	Key Match	Select ☐
07/13/2016 9:02:00 PM	Graphic Designer, Software	Pixar Animation Studios	Emeryville, CA	$25.00 to $50.00 per hour	★	4	☐
... computer science, engineering, and mathematical analysis.							
07/13/2016 9:02:00 PM	Restraunt Manager	Carlitos Way	Anaheim, CA	$10.00 per hour	★	4	☐
... Computer compentance. The succsesful candidate will be able to use the standard Microsoft Suite and other managment applications to manage, supervise operations of a twenty-four hour operation.							
07/14/2016 9:01:00 PM	Fast Food Cashier **GREEN JOB**	Taco Time! (Suppressed)	Eureka, CA	$10.00 to $15.00 per hour	★	5	☐
... computer. Must also be expert at counting back change.							
07/14/2016 9:01:00 PM	Storyboard Artist	Pixar Animation Studios	Emeryville, CA	$25.00 to $125.00 per hour	★	5	☐
... computers							

Refer
Map

Check one or more boxes to select the job, then click Refer to refer them to participants, or Map to see the jobs on a map.

Source: ★ [Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NLX [National Labor Exchange], NEWS [Newspaper], NONP [Non-profit], PJB [Private Job Board], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Key Match: 1 [Keyword or phrase matched the job title exactly], 2 [The keyword or phrase was in the job title], 3 [At least one keyword was in the job title], 4 [The exact keyword or phrase was in the job description], 5 [At least one keyword was in the job description], 6 [Keyword matched was in the occupation title], 7 [Keyword matched was in an alternative (lay) job title], 8 [Keyword matched was in occupation description]

Records per page: 25 ▼ **Go**

[Change job search criteria]

Save this Job Search

If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the *Save search* button below.

Save search

Click on the "Save Search" button to save that search criteria in the virtual recruiter list.

6. To refer a job to a potential candidate, select the check box next to the job, and click on the "Refer" link. In the next screen, specify the method in which you would like to search for candidates by clicking on the "Search Resumes" or "Search Candidates" button.

Job(s) to be Referred

The list below displays the job(s) you have selected to perform referrals against.

Job Order ID	Job Title
5918	Storyboard Artist

Refer Only Candidate(s) with Resumé(s)

If you would like to refer candidates who only have online resumés in the system, click the *Search Resumés* button in this section.

Search Resumés

Refer Candidate(s) with or without Resumé(s)

If you would like to refer candidates who might or might not have online resumés in the system, click the *Search Candidates* button in this section.

Search Candidates

[Return to previous page]

7. The "Search Resumes" option will refer only those candidates with Resumes. With this option, you will need to enter a search criteria for the types of resumes you are looking for. Click on the "Search" button to search for resumes that fit the criteria.

Quick Resumé Search	Advanced Resumé Search	Resumé Number Search	External Resumé Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Area (click to change):	California
Keywords (e.g. Accountant):	
	⊞ Show Keyword Search Options
Occupation Group: Select Specific Occupation	Any Group ▼
Minimum Education Level:	Any Education ▼
Maximum Acceptable Salary:	Any Salary ▼
Resumé Modification Date:	Last 90 days ▼
Veteran:	None Selected ▼
Advanced Resumé Search	Reset Criteria

Search

8. Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.

Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Timon T Pumba Humboldt County, Sacramento County, Sonoma County 🇺🇸	California Workforce Services Network	Actor! #8656 (_view resumé_)	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	$19.25 hourly ($40,000 annually) or more	Details	☑
Elliott Maya California 🇺🇸	California Workforce Services Network	Warehouse Assistant #8592 (_view resumé_)	Active, Online	5/31/2016 3:43:00 PM	High School Diploma	$14.50 hourly ($30,000 annually) or more	Details	☐
Sophia Bush California	California Workforce Services Network	Warehouse Worker #8558 (_view resumé_)	Active, Online	5/19/2016 9:36:00 AM	High School Diploma	$24.00 hourly ($50,000 annually) or more	Details	☐

Refer

* Note: These indicators are not designed to be an endorsement of a specific individual nor an indication that any criminal or civil background out.

Records per page: 25 ▼ **Go**

Change resumé search criteria

9. Make the appropriate selections in the next screen. Once finished, click on the "Save" button to complete the referral.

Staff Information

- • LWIA/Region: Los Angeles County Department of Community, and Se
- • Office Location: None Selected ▼
- • Staff: Staff ▼

Referral Type

• Please make a selection below on how to notify the users involved in this referral.

- ○ Notification To Employer Only
- ○ Referral only with no notification
- ○ Notification To Job Seeker Only
- ○ Referral with notification To Employer Only
- ○ Notification To Both
- ○ Referral with notification To Job Seeker Only
- ○ Referral with notification To Both

Job Order(s) to Refer to

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	View Remove

1 Records Found

Resume(s) to be referred

Resume Title	Name	SSN	Address	City	Action
Actor!	Timon T Pumba	1578	123 Any Street	Oceanside	View Remove

1 Records Found

Print Notification

Notification to be printed: None Selected ▼

Save

10. The "Search Candidates" option will allow you to search for candidates with OR without a resume. With this option, you will need to search for a specific individual by entering any information in the following screen. When finished, click on the "Search" button.

11. Select the check box of the participant you wish to refer to the job and click on the "Refer" link.

12. Make the appropriate selections in the next screen. Once finished, click on the "Save" button to complete the Referral.

Staff Information

* LWIA/Region: Los Angeles County Department of Community, and Se
* Office Location: None Selected
* Staff: Staff

Referral Type

* Please make a selection below on how to notify the users involved in this referral.

- ○ Notification To Employer Only
- ○ Notification To Job Seeker Only
- ○ Notification To Both
- ○ Referral only with no notification
- ○ Referral with notification To Employer Only
- ○ Referral with notification To Job Seeker Only
- ○ Referral with notification To Both

Job Order(s) to Refer to

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	View Remove

1 Records Found

Resume(s) to be referred

Resume Title	Name	SSN	Address	City	Action
Actor!	Timon T Pumba	1578	123 Any Street	Oceanside	View Remove

1 Records Found

Print Notification

Notification to be printed: None Selected

Save

13. To create a "Resume Alert", click on the "Create new Resume Alert" button and enter a search criteria in the next screen. Once finished, click on the "Search" button.

Job Search Virtual Recruiter List

Select '*View All Deleted*' to view only deleted items or '*View All*' to view deleted and current items

View All Current ▼

To sort on any column, click a column title.

Title	Expires	Schedule	Next Run	Notification	Action	Select ☐
Chef	7/28/2012	Daily		Message Center	Run	☐
Chef	7/30/2012	Daily		Message Center	Run	☐
Head Cook	7/28/2012	Daily		Message Center	Run	☐
						Delete

◄◄ ◄ Page 1 ▼ of 1 ► ►►   Rows 25 ▼

3 Records Found

Create new Job Alert

Resume Virtual Recruiter List

Select '*View All Deleted*' to view only deleted items or '*View All*' to view deleted and current items

View All Current ▼

0 Records Found

Create new Resume Alert

Quick Resumé Search	Advanced Resumé Search	Resumé Number Search	External Resumé Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Area (click to change):	California
Keywords (e.g. Accountant):	[_____]
	⊞ Show Keyword Search Options
Occupation Group: Select Specific Occupation	Any Group ▼
Minimum Education Level:	Any Education ▼
Maximum Acceptable Salary:	Any Salary ▼
Resumé Modification Date:	Last 90 days ▼
Veteran:	None Selected ▼
Advanced Resumé Search	Reset Criteria

To create a new Virtual Recruiter resumé alert please enter your resumé search criteria above and click the *Search* button below. You will then be presented with a list of resumés. Click on the *Save search* button at the bottom of this screen to set up your new resumés alert and enter key parameters such as the alert name and how often it will run.

Search

Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.

Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Timon T Pumba Humboldt County, Sacramento County, Sonoma County	California Workforce Services Network	Actor! #8656 (view resumé)	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	$19.25 hourly ($40,000 annually) or more	Details	☑
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Refer

* Note: These indicators are not designed to be an endorsement of a specific individual nor an indication that any criminal or civil background out.

Records per page: 25 ▼   Go

Change resumé search criteria

Make the appropriate selections in the next screen. Once finished, click on the "Save" button.

Staff Information

- LWIA/Region: Los Angeles County Department of Community, and Se
- Office Location: None Selected ▼
- Staff: Staff ▼

Referral Type

- Please make a selection below on how to notify the users involved in this referral.
  - ○ Notification To Employer Only
  - ○ Notification To Job Seeker Only
  - ○ Notification To Both
  - ○ Referral only with no notification
  - ○ Referral with notification To Employer Only
  - ○ Referral with notification To Job Seeker Only
  - ○ Referral with notification To Both

Job Order(s) to Refer to

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	View Remove

1 Records Found

Resume(s) to be referred

Resume Title	Name	SSN	Address	City	Action
Actor!	Timon T Pumba	1578	123 Any Street	Oceanside	View Remove

1 Records Found

Print Notification

Notification to be printed: None Selected ▼

Save

Email Log Tool:

The "Email Log" tool will simply show a list of email sent or received within the CalJOBS system.

To access this tool, navigate towards the "Communications" tab in the left navigation panel, and click on the "Email Log" option.